

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional work in planning, organizing, directing and participating in the preparation of specifications, construction inspection, design and supervision of public utility projects; does related work as required. Work is performed under the general supervision of the Public Works/Utilities Director. Supervision is exercised over department personnel in the absence of the Public Works/Utilities Director.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting the Public Works/Utilities Director with department management; designing, inspecting and managing public utility projects; preparing and maintaining engineering records and files.

Fills in for Public Works/Utilities Director in his or her absence;

Plans, organizes and monitors technical engineering work in the design/repair of water treatment plant, water storage tanks, water lines, sanitary sewers, sewage pumping stations and other utilities improvements;

Assists in directing engineering functions including plan review, construction inspection and design; works with consulting engineers in the design of major utilities projects;

Provides technical engineering advice/assistance to other departments and agencies; coordinates construction of utilities with state and local agencies; interfaces with Virginia Department of Health and Environmental Quality;

Directs the preparation and review of plans, cost estimates, inspection reports, contract documents and similar materials for utilities projects;

Participates in the design of major utilities improvements; occasionally designs smaller projects;

Assists in hydraulic modeling of the water and sewer systems to monitor their operation; makes recommendations to optimize the operation of these systems;

Provides technical assistance to Superintendent and Chief Operators in the operation and maintenance of treatment plants and pump stations;

Provides administrative oversight on routine regulatory agency reporting;

Assists in the implementation of the Geographic Information System (GIS);

Assists in the preparation of the capital improvements budget program and schedules capital improvement projects on a long-term basis;

Attends or assists in preparation for meetings and public hearings related to the activities of the department;

Performs inspections of the existing facilities to assure compliance with applicable state and federal regulations;

Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of modern principles and practices of environmental or sanitary engineering; thorough knowledge of modern methods and techniques as applied to the construction and maintenance of public utility facilities; thorough knowledge of water and sewer system modeling, methods and techniques; thorough knowledge of the principles, practices and techniques of the design, construction, maintenance, operation and inspection of water and sewer projects; ability to prepare technical reports in connection with projects; ability to establish and maintain effective working relationships with associates, municipal officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in environmental or sanitary engineering and considerable experience in professional engineering work.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of or ability to obtain Virginia PE license within 12 months of appointment.